

## **Definitions of Manual Items**

**Submission Date:** The time period in which this data field needs to be reported on the following reports:

Fall:4483A  
Spring:4483D  
EOY: 4301

**Length:** The maximum number of alphanumeric or numeric characters allowable in this field.

**Field Type:**

Alphanumeric- only letter and numbers are allowed to be entered  
Numeric-only numbers are allowed to be entered  
Drop Down Box- selection must be made from options available  
Check Box- check equals yes, blank equals no  
Automatic-pre-established information placed in field

**Data Entry:** Required – mandatory  
Optional-user's choice to complete  
Automatic – Data already placed in the field for user

**Code/Format:** The form or specific codes that data will be accepted by program

**Definition:** Description and special characteristics of field and options available within field.

**Common Entry Errors:** Common errors people have when filling in this field.

**Programming Edits:** Verification check done at various points of entry by system at various points in process. Error notification or report are generated. Some will not allow the process to continue until correct. Other errors will automatically print in report form.

**Table Field Name:** The precise data field name located in the table that can be used by data users or programmers to develop queries, reports, or comparison with other data tables.

**Table name in which this field can be found:** Name of table in CTEIS that contains this information.

**Report name in which this data can be found/or is used:** Common reports that use information contained in this field.

**Comparable MEIS-SRSD field:** Field in SRDS that collect same or similar information.